

Abbreviated Instructions to the SLT Interface (STDG022)

Step	Action	Expected results
1	Go to the STDG022 screen	The 'SLT Interface Screen' will appear.
2	Ensure the [Option] button is on the 'Load and Process File' option. This is the default option.	The 'Load and Process File' option will appear in the block.
3	Click on the GL End Date block and type in the current GL End Date using the DD/MMM/YYYY format.	The GL End Date will display in the block.
4	Double click on the Browse button and use the Windows function to locate and highlight the filename.	The drive/directory/filename will appear in the File Name block.
5	Click on the File Type button, highlight the line 'Comma Delimited File', and press the Enter Key. 	The system will place the 'Comma Delimited File' value in the File Type block.
6	Click on Submit button 	The system will process the interface file. Do not make any key entry while the system is processing the file.
7	Run the STDGERR report to verify that no business rules have been broken.	<p>If the batch has errors correct them on the STDG005 screen.</p> <p>Run the STDGERR report again to verify that no business rules have been broken.</p> <p>If the batch is clean of business rule errors go to Step 7.</p>
8	Go to STDG005 screen, access the batch and Click on Submit button. 	<p>If the batch is clean of errors you will get a message 'Batch submitted' and go to Step 10.</p> <p>If errors go to Step 7.</p>
9	If errors Click on View Error button. When all errors are corrected, this button will be 'grayed' out. 	The SLT error screen will appear showing errors found in the batch. Click on the [Done] button and return to the STD005 screen and correct the errors. Submit the batch again until it is error free.
10	Go to the STDG005 screen and print the certificate. As long as there are errors this button will be 'grayed' out.	The Certificate will print on the default printer showing the batch number and both the From and To ACCS values. Email FMB with the batch info.
11	Generate Email to FRD	Full instructions are provided in the Checklist, FMC/LO Action, Step 8.
12	Click [Back] to begin a new batch.	Go to Step 1.